ACHIEVEMENT IN MONTANA

Quick Reference Guide

AIM PASSWORDS

AIM LOGIN

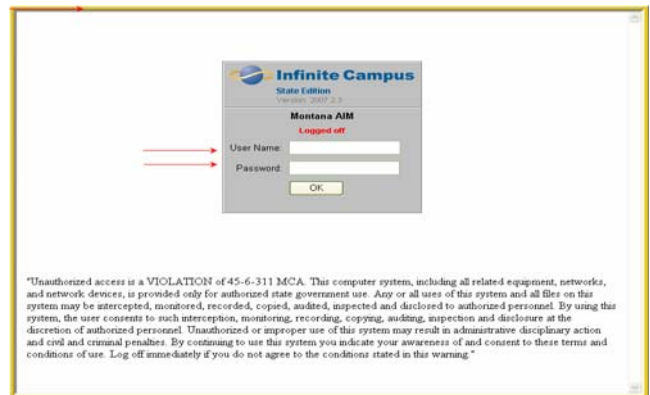|	
Open the OPI Web site at www.opi.mt.gov. Locate the AIM Web page or enter http://www.opi.mt.gov/ITProjects/AIM.html. Click on the **AIM Login** button.	
Enter *User Name* and *Password*. Password information is mailed only to the Authorized Representative at each school. To report a lost or stolen password please call the OPI Help Desk at (406) 444-3448.	

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### ACCOUNT SETTINGS Click on the folder titled *Account Settings*. Enter the *Old Password*. Select a *New Password* (See **PASSWORD GUIDELINES** below) Enter the new password again in the *Verify New Password* field. Check the *Hide Banner* box if the large Infinite Campus banner or district defined banner should not display at all. Checking this provides more visible workspace. Click the **Save Changes** button to update the entered information. Changes will be done immediately. Updates will be applied to the next login.	
### PASSWORD GUIDELINES ➤ Not contain the user's account name, first name or last name ➤ Be at least six characters in length and contain at least one numeric and one alphabetic character. ➤ Passwords will not be written down where they can be found by unauthorized personnel and should not be shared with other individuals.	

AIM LOGIN	
ACCESS LOG Click on the folder titled ***Access Log***. The ***Access Log*** lists each time a user's name and password has been accessed. The list of information that appears notes time and date of login and if the login was successful.	